



# **HICSWIN**

## **EXECUTIVE SUMMARY**



**NAVAL SUPPLY SYSTEMS COMMAND**  
**CODE 4C3/ P. O. BOX 2050**  
**MECHANICSBURG, PA. 17055-0791**

# Table of Contents

Table of Contents.....	i
Introduction .....	1
Background .....	1
HICSWIN Overview .....	2
<i>System Requirements</i> .....	2
<i>System Capabilities</i> .....	3
Using HICSWIN .....	3
<i>Building HM Inventory</i> .....	3
<i>Material Issue and Return</i> .....	4
<i>Material Ordering and Receipt</i> .....	4
<i>Material Offload</i> .....	4
<i>Report Generation</i> .....	4
System Software Modules.....	5
HICSWIN Training.....	10
HICSWIN Points of Contact.....	10
Conclusion.....	10

## INTRODUCTION



The new Hazardous Inventory Control System for Windows (HICSWIN) for Afloat use only. This program is Y2K compliant and is a Relational Database Management System (RDBMS) to be used to track hazardous materials (HMs) from cradle to grave on U.S. Navy ships. It will interface with Preventive Maintenance System schedules (PMS(SKED)), Hazardous Material Information System (HMIS), Ship's Hazardous Material List (SHML), and Ship Class Type-SHML (T-SHML). It also incorporates NESHAP reporting requirements and automated SHML Feedback Report (SFR) capability. HICSWIN allows Navy ships to monitor the procurement, use, and disposal of excess hazardous materials, reduce HM inventories, prevent pollution, and integrate smart business practices into Hazardous Material Control and Management (HMC&M).

HICSWIN is the principle software system used on Navy ships for implementing the Navy's Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) NAVSUP PUB 722. CHRIMP mandates procedures to control, track, and reduce the variety and quantities of HM used on Navy ships. The CHRIMP concept established Hazardous Material Minimization Centers (HAZMINCENS) as a centralized issue and return of HM. All departments and work centers must order HM through the HAZMINCENS. All transactions are then entered into HICSWIN for tracking and possible reutilization purposes, facilitating the centralized HMC&M functions.



HICSWIN software is managed and distributed by the Naval Supply Systems Command (NAVSUP, Code 4C3). It is endorsed by the Chief of Naval Operations (CNO) as the system for managing hazardous material inventories from "Cradle to Grave" on all Navy ships (FFG and Above).

## BACKGROUND

In March 1997, CNO directed all Navy ships (FFG and Larger) to transition from the previously character based Disk Operating System (DOS) version of HICS to a windows operating system with Graphical User Interface (GUI) application. The DOS version file structure required redundant data entry for National Stock Numbers (NSNs) during inventory record creation. The DOS version was not designed to operate on a Local Area Network (LAN). By converting from DBASE format to a SYBASE SQL Anywhere relational table structure, many of the previous system limitations have been eliminated.

HICSWIN design achieves the following improvements:

- **Reduces redundant data entry for NSN specific information**
- **Provides full visibility of all inventory locations during issue processing**
- **Lists inventory locations in Shelf-Life expiration date order to facilitate First-In- First-Out (FIFO) inventory management practices**
- **Incorporates the SHML, T-SHMLs, NESHAP, HMIS, SKED, and submittal of SFRs via SALTS**
- **Minimizes adverse effects on operations and facilitates workload reduction**

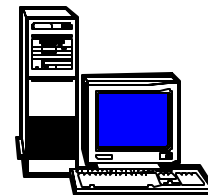
## HICSWIN HARDWARE/SOFTWARE

### System Requirements

HICSWIN is a menu driven, relational database system for use in a stand-alone or network environment. Recommended system requirements include:

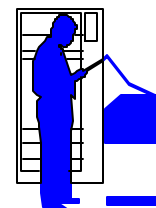
#### Hardware

- Pentium 133 MHz or better with at least 64 MB of RAM
- CD-ROM Drive



#### Bar Coding Equipment

- Bar code printers (Intermec 4100, 3400 or equivalent)
- Bar code reader and computer with 4 MB of RAM (Intermec Janus 2010/2020 and accessories)
- Barcode Scanners (Intermec 1545)



#### Optional Equipment

- Uninterruptible power supply unit (Smart-UPS)

## Software

- Windows 95/98, or NT
- SYBASE SQL Anywhere Software



### **SYSTEM SOFTWARE MODULES**

HICSWIN consists of 9 functional modules designed to meet the Navy's goal of reducing HM through source reduction methods. These modules record, track and report on every stage of a material's life cycle as it moves through the *procure-store-move-issue-use-discard/recover* path. Each module intercepts and collects data necessary for monitoring and reporting purposes. A brief description of the 9 modules follows.

#### **The following lists each module name and description:**

### **UPDATE MATERIALS MODULE**

Update Materials Module allows you to build and maintain a database of the material in your inventory. Data for each inventory item is displayed on the NIIN Information and Location Information tab pages. An Authorized Users List (AUL) Information tab page is only displayed when the item is marked as restricted for use by certain work center(s). The letter "R" (Restricted) is identified in the inventory record.

If an item is Prohibited, Obsolete, or Not Determined for shipboard use or is not found on the Ships Hazardous Materials List (SHML) or contained in the Ships Class T-SHML, a SHML Feedback Report (SFR) must be created for submission through Standard Automated Logistics Tool Set (SALTS). The item may not be issued from the HAZMINCEN until the SFR is approved by the ship's Commanding Officer (CO) or designated officer 05 or above.

### **ISSUE MATERIALS MODULE**

Issue Materials Module allows hazardous materials to be issued from the HAZMINCEN based on the location of the material and shelf life date. The requested material is issued to a person within a certain work center and only the quantity required to complete the task. An item may be issued as no cost (Re-Use) or Cost material. A barcode label and receipt will be printed upon issuance of the material.

When issuing an National Emissions Standards for Hazardous Air Pollutants (NESHAP) Compliant paint, you will be required to select the appropriate NESHAP Coating Category and Military Specification assigned to that item.

### **ISSUE CORRECTION MODULE**

Issue Correction Module allows quantity correction(s) to previously issued materials. A barcode label and receipt will be printed for each issued item.

### **CONTAINER RETURN MODULE**

Container Return Module allows tracking of the containers manually or automated (scanner) by the barcode label attached to the container at time of issue.

### **REQUISITION MATERIALS MODULE**

Requisition Materials Module allows for material to be ordered (Requisitioned) to restock inventory. A History tab page contains all the information that is specific to an ordered item that has been completed. A Due-In tab page contains the status of Outstanding Requisitions.

### **RECEIVE MATERIALS MODULE**

Receive Materials Module allows you to receive hazardous material and enter it into the inventory. Materials can be received as Re-Use Material received from a shore activity or another ship or as Cost Material requisitioned through the Navy Supply System.

### **REPORTS MODULE**

Reports Module generates a wide variety of reports from the information entered into the system. The following is a list of reports generated by the program:

## **Inventory Reports**

- **Master List By Location** - Provides a list of all items in inventory for all locations or by a specific location in the HAZMINCEN.
- **Master List By NIIN** – Provides a list of all items in inventory by National Item Identification Number (NIIN) displaying the Low/High Limits, Quantity On Hand, Price Per U/I, Total Price and the location(s) in the HAZMINCEN.
- **Orders Received** - Provides information about material that has been received into inventory within a specified period.
- **Orders** - Provides information about orders that have been placed for material within a specified period.
- **Re-Order** - Provides a list of items in inventory with the on hand quantities below the designated low limit, plus all items that have been previously ordered and the date ordered.
- **Excess** - Provides a list of items in the inventory with the on hand quantities above the designated high limit.
- **Shelf Life** - Provides a list of items whose shelf life expires in a specific month/year.

## **Issue Reports**

- **Work Center** - Provides a list of all items issued for all Work Centers or for a specific Work Center within a specified period.
- **By NIIN** - Provides a list of all items issued by NIINs within a specified period.
- **NIIN Active** - Provides a list of NIINs that were issued later than the date entered.
- **NIIN Inactive** - Provides a list of NIINs that were not issued during a specified period.
- **NESHAP Compliant** - Provides a list of all paints that are National Emissions Standards for Hazardous Air Pollutants (NESHAP) Compliant that were issued during a specified period.
- **NESHAP Non-Compliant** - Provides a list of all items that are NESHAP Non-Compliant that were issued during a specified period.

- **NIIN Cumulative Demand History** - Provides a list of issued items by NIIN with the total used and total number of demands for a specified time period.

### **Container Return Reports**

- **Delinquent Containers** - Provides a list of containers that have not been returned to the HAZMINCEN by all Work Centers or by a specific Work Center within a specified date and time period.
- **Master Container Tracking** - Provides a list of containers that were issued to all Work Centers or for a specific Work Center along with their current status within a specified period.
- **Returned Containers** - Provides a list of containers that were returned to the HAZMINCEN by all Work Centers or by a specific Work Center within a specified date and time period.

### **Administrative Reports**

- **AUL** - Provides a list of items that have an Authorized Users List (AUL).
- **TYCOM** - Provides Re-Use and Cost values for Inventory, Issues, and Receipts as well as Outstanding Orders value for a Type Commander's (TYCOMs) use.
- **SFR** - Provides visibility of SHML Feedback Reports (SFRs) submitted.

### **Offload Report**

- **Offload** - Provides a list of all items offloaded to all Destinations or a Specific Destination within a specified period.

### **Catalog Report**

- **Catalog** – Provides a list of all current items in inventory.

<p><b>OFFLOAD MODULE</b></p>
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Offload Module is designed to assist shipboard personnel involved in the management of used, expired/excess, and other material by automating the offload process.

## UTILITY MODULE

### System Setup

- **System Configuration** - Provides for System Configuration of the HICSWIN program.
- **Ship/Activity Information** - Provides for the establishing of the Ship/ Activity Information for offloading of material.
- **Offload Destinations** - Provides for the establishing of Offload Destinations and establishing DD1348- 1a default information.

### User Accounts

- **User Accounts** - Provides for the establishing and maintaining of user accounts and access privileges by a Supervisor-level user.

### Miscellaneous Utilities

- **Reprint Offload Documents** - Provides for the reprinting of offload documentation.
- **Print Labels** – Provides for the printing of NIIN/Nomenclature, Location or User Defined Labels.

### Files Maintenance

- **Activity/Work Center/Person** – Provides for adding an Activity/Work Center/Person for issuing material too.
- **Location** - Allows for the Adding and/or Deleting a Location Name from the Location Table.
- **Unit of Issue** - Allows for the Adding and/or Deleting a Unit of Issue (U/I) from the Navy Stock System Unit of Issue Table in the program.

- **Unit of Measure** – Allows for the Adding and/or Deleting a Unit of Measure from the Unit of Measure Table in the program.
- **Container Type** – Allows for the Adding and/or Deleting a Container Type from the Container Type Table in the program.
- **Coating Categories** - Allows the Inserting and/or Deleting a Coating Category from the database.
- **NESHAP** - Allows for the Inserting and/or Deleting a Military Specification and its associated Coating Category from your database.

### **Backup/Restore**

- **Backup Function** - Provides for the backing up of the HICSWIN database.
- **Restore Function** - Provides for the restoring of the HICSWIN database.
- **Archive Function** - Provides for the archiving of the HICSWIN database.

### **NESHAP Manufacturer Assignment**

- **NESHAP Manufacturer Assignment** - Allows for the adding a manufacturer's name to an item that is National Emissions Standards for Hazardous Air Pollutants (NESHAP) Compliant.

### **References**

- **Date Conversion** - Allows for converting a calendar date to a Julian date or a Julian date to a calendar date.
- **Container Disposal Guide** - Allows the viewing of the Chief of Naval Operations Policy Guide For Shipboard Hazardous Material Container Disposal dated December 1995.
- **Incompatible Materials Chart** - Allows the viewing of the Naval Occupational Safety and Health, and Environmental Training Center (NAVOSHENVTRACEN) Incompatible Materials Chart.

- **Type of Storage** - Allows the viewing of the Type of Storage which is a single-digit alpha code that represents the type and condition of storage space required for the material or NAVSUP P-485 Volume II, Appendix 27.

### **SFR Approval**

- **SFR Approval** - Allows access for Commanding Officer or a designated officer 05 level or above. SFR approval must be completed before material can be issued from the HAZMINCEN.

### **Shell to HMIS**

- **Shell to HMIS** - Allows for the accessing of the Hazardous Material Information System (HMIS)

### **SKED**

- **SKED** - Enables you to create and maintain cycle, quarterly and weekly schedules for your work centers to generate Preventative Maintenance System (PMS) reports.

### **SCR**

- **SCR** - Provides for the creating and submitting of HICSWIN programming error(s) and/or functional change(s).

### **Stock Check**

- **Stock Check** - Allows for viewing the current inventory's Re-Use Quantity Available, Cost Quantity Available, and Total Quantity Available.

### **Import SHML, Alternate NIIN Data**

- **Import SHML, Alternate NIIN Data** – Provides for importing the Ships Hazardous Materials List (SHML), View and/or Print an Exception Report and Alternate NIIN(s)/Replaced By NIIN(s) when applicable.

### **Modify SFR**

- **Modify SFR** – Provides for modifications to an SFR that has already been created.

### **SHML Check**

- **SHML Check** - Allows viewing the entire Hazardous Material (HAZMAT) database and the ship's class Type SHML (T-SHML) information.

## HICSWIN TRAINING

The Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP)/Hazardous Material Inventory Control System (HICSWIN) Technician Course is designed for Afloat Commands. There are no tuition charges for military personnel assigned to or within three months of being assigned to an afloat command. Commands are responsible for all travel and per diem.

To obtain quotas in the CHRIMP/HICS technician course contact the Navy Occupational Safety, Health and Environmental Training Center (NAVOSHENVTRACEN) at (757) 445-8778 ext: 300. Reference Number for the course is CIN:A-493-0049.

## HICSWIN POINTS OF CONTACT

<b>HICSWIN Customer Support Help Desk:</b>	<b>1-800-237-8349</b>
<b>NAVICP Mechanicsburg, Pa.</b>	<b>717-605-1474</b>
	<b>DSN 430-1474</b>

**Hazardous Material Program Office (HMPO)**  
**CHRIMP/HICS Afloat Support**

<b>East Coast</b>	<b>757-443-1312</b>
	<b>DSN 646-1312</b>

<b>West Coast</b>	<b>619-556-5026</b>
	<b>DSN 526-5026</b>

<b>Naval Supply Systems Command</b>	<b>717-605-1990</b>
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## CONCLUSION

HICSWIN is a true cradle to grave system, which tracks HMs on Navy ships. The system consists of 9 modules that record, track, and report on all stages of a material's life cycle, providing information necessary for monitoring and reporting purposes. The primary objectives of the system to improve a ship's HM management practices. Use of HICSWIN ultimately allows Navy ships to monitor the procurement, use, and offload of all used/excess hazardous materials, reduce HM inventories, prevent pollution, and integrate smart business practices into HMC&M.

